

**23rd Training Squadron
Required Items/Documents Checklist**

Did you pack/record/complete the following?

Pen (Blue or Black Ink)

Your Commander's full name and telephone number

Air Force Specialty Code (AFSC)

Vehicle Registration/License Plate # (If driving)

Base and unit to which you'll be assigned after graduation

Folder/Large Envelope for Documentation

(COT Trainees Only) DEERS Worksheets

(Medical Trainees Only) - copies of formal education, training, and clinical experience

Required items that need to be hand-carried with you to training.

A. If you are non-prior service and have not in-processed to your base:

10 copies of travel orders plus amendments

2 forms of identification (1 MUST be a picture ID (Driver's License, Passport, etc.) and one MUST be a Social Security Card)

3 copies of marriage certificate (for DEERS/finance updates only)

3 copies of child(ren)'s birth certificates (for DEERS/finance updates only)

1 copy Spouse's Driver's License or Passport & SSN (for DEERS updates only)

Contact information (Names, addresses, phone numbers and Social Security Numbers) for immediate family members or close personal friends that you may list as points of contact on official paperwork or beneficiaries of Servicemembers Group Life Insurance (SGLI).

Immunization record (Without a verifiable immunization record, you will receive a full set of immunizations during training)

Any recent medical tests/records

3 copies of your birth certificate

Voided Check to start your pay record

Form 2231 (Direct Deposit Form) completed and signed by your financial institution

B. If you are non-prior service and have in-processed to your base:

10 copies of travel orders plus amendments

Valid Military ID Card

3 copies of marriage certificate (for DEERS/finance updates only)

3 copies of child(ren)'s birth certificates (for DEERS/finance updates only)

1 copy Spouse's Driver's License or Passport & SSN (for DEERS updates only)

1 copy of SGLI Enrollment

Immunization record (Without a verifiable immunization record, you will receive a full set of immunizations during training)

1 copy of DD Form 93, Emergency Data Card

C. If you are prior-service:

10 copies of travel orders plus amendments

Valid Military ID Card

3 copies of marriage certificate (for DEERS/finance updates only)

3 copies of child(ren)'s birth certificates (for DEERS/finance updates only)

1 copy Spouse's Driver's License or Passport & SSN (for DEERS updates only)

1 copy of SGLI Enrollment

Immunization record (Without a verifiable immunization record, you will receive a full set of immunizations during training)

1 copy of DD Form 93, Emergency Data Card

1 copy of DD Form 214, Certificate of Release or Discharge from Active Duty

1 copy of DD Form 368, Request for Discharge or Clearance from Reserve Component (if applicable)

1 copy of NGB Form 22, Report of Separation and Record of Service (if applicable)

D. If you are a HPSP or AFIT student returning to school:

10 copies of travel orders plus amendments

2 forms of identification (1 MUST be a picture ID (Driver's License, Passport, etc.) and one MUST be a Social Security Card)

E. If you are a RCOT trainee:

10 copies of travel orders plus amendments

Valid Military ID Card